



Course Specifications

Course Title:	Human Resources Management
Course Code:	16011523
Program:	Business Administration
Department:	Business Administration Department
College:	College of Business Administration
Institution:	Albaha University

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A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 5 th level/3 rd year
4. Pre-requisites for this course (if any): principles of management
5. Co-requisites for this course (if any): NO

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	42	95%
2	Blended	3	5%
3	E-learning	-	-
4	Correspondence	-	-
5	Other	-	-

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	-
3	Tutorial	-
4	Others (specify)	-
	Total	45
Other Learning Hours*		
1	Study	45
2	Assignments	30
3	Library	30
4	Projects/Research Essays/Theses	-
5	Others (specify)	15
	Total	120

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description This course focus on the concepts, terms, and procedures relating the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, the influence of government legislation on industry, and human rights legislation and employment equity.

2. Course Main Objective

The purpose of this course is to introduce to the Principles and concepts of Human Resource Management, recruitment, selection Process of organizations , development, supervision, labor relations, compensation and benefits, , health & safety management

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Identify the core functions of human resource management and their importance to organizational effectiveness.	K.3
1.2	Recognize the changing environment and cultural diversity that influences the human resources management	K.3
1.3	Relate the role of HRM in the development of tactics, policies and practices in the achievement of the strategic goals of the firm	K.3
2	Skills :	
1.2	Analyze the relationship between the human resources function and the company's external and internal environment and its role in achieving the company's strategic objectives..	S.2
2.2	Assess key issues in the administration of HR management .	S.3
2.3	Evaluate strategies and methods used in human resource management decision-making.	S.3
3	Competence:	
3.1	Demonstrate an understanding of key terms, concepts and tools used in forecasting and planning human resource needs.	C.1
3.2	Integrate ethical values in human resources planning and management.	C.2

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to HRM main concept and context	3
2	Managing Diversity in the Arab Country	6
3	The strategic management process	6
4	Job Analysis, Collecting Job Analysis information, writing job description, writing job specification	6
5	The recruitment and selection process	6
6	The importance of selection process, basic testing concepts, types of test, job interview techniques, types of interviews, design effective interview	6
7	Employees development and training.	6
8	Performance management	3
9	Employee Health and Safety Management, main causes of occupational accidents and injuries, prevention management, occupational hazard: problems and solutions	3
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1	Identify the core functions of human resource management and their importance to organizational effectiveness.	<ul style="list-style-type: none"> Lectures 	<ul style="list-style-type: none"> Exams Quizzes
1.2	Recognize the changing environment and cultural diversity that influences the human resources management	<ul style="list-style-type: none"> Lectures Reading 	<ul style="list-style-type: none"> Exams Assignment, Homework
1.3	Relate the role of HRM in the development of tactics, policies and practices in the achievement of the strategic goals of the firm	<ul style="list-style-type: none"> Lectures Reading 	<ul style="list-style-type: none"> Exams&Quizzes Assignment
2.0	Skills		
2.1	Analyze the relationship between the human resources function and the company's external and internal environment and its role in achieving the company's strategic objectives..	<ul style="list-style-type: none"> Group discussion Brainstorming 	<ul style="list-style-type: none"> Direct Questions Direct Questions
2.2	Assess key issues in the administration of HR management.	<ul style="list-style-type: none"> group discussion Brainstorming 	<ul style="list-style-type: none"> Direct Questions Direct Questions
2.3	Evaluate strategies and methods used in human resource management decision-making.	<ul style="list-style-type: none"> Lectures group discussion Illustrative Examples 	<ul style="list-style-type: none"> Exams Direct Questions Assignment
3.0	Competence		
3.1	Demonstrate an understanding of key terms, concepts and tools used in forecasting and planning human resource needs.	<ul style="list-style-type: none"> Cooperative group learning, Case Study 	<ul style="list-style-type: none"> Group Presentations Assignment
3.2	Integrate ethical values in human resources planning and management.	<ul style="list-style-type: none"> Cooperative group learning, Active Learning Self-Learning 	<ul style="list-style-type: none"> Group Presentations Homework Homework

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz 1	4-5	5%
2	Midterm Examination	7-8	30%
3	Quiz 2	10-14	5%
4	Homework	3-15	10%
5	Final Examination	17	50%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Instructor will be available for students consultations and academic advice at office hours.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Human Resources Management, Arab World Edition. G. Dessler and A. Al Ariss, Pearson/Prentice Hall 2012
Essential References Materials	Human Resources Management by Wendell L. French
Electronic Materials	http://highered.mcgraw-hill.com/sites/0072920378/student_view0/index.html
Other Learning Materials	Not Required

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classes will be held in classroom in conjunction with computer laboratory, and will accommodate approximately twenty-five (25)
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart board, data show
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Not Required

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Course expectations	Students	Indirect
Effectiveness of Teaching	Students	Indirect
Teaching Strategies	Instructor ,the Department	Indirect
Course materials	Instructor , the Department,	Indirect


Evaluation Areas/Issues	Evaluators	Evaluation Methods
	Students	
Extent of achievement of course learning outcomes	Program Leaders	Indirect

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Program Coordinator	Dr. Abdella Kormie Dinga 
Program Chair	Dr. Saleh Abdullah Alghamdi
Council / Committee	Business Administration Department Board Meeting
Reference No.	2 nd Board Meeting 1441-1442
Date	24/12/2020